<Name of Project>

Implementation and Transition Plan

Document Revision History

Version Number	Date	Description

Introduction & Background

Provide a high-level description of the product or services to be implemented.

Implementation Approach

Describe the overall approach to be used in product implementation. Include any assumptions that impact this approach.

Budget

Identify the budget associated with implementation activities (in the context of the original financial plan).

Schedule

Describe the implementation schedule and factors influencing that schedule. Include reference to business cycles or other timing considerations (in the context of the original project schedule).

Roles & Responsibilities

Identify the roles and responsibilities associated with implementation as well as the skill set needed to perform those functions. Key roles to identify include the primary business contact, implementation team lead(s), key technical staff, customer or help desk support, documentation and other support staff.

Training

Describe user and support training activities supporting implementation (in the context of the original training plan).

Customer Management

Describe how stakeholder/customers will be involved in or informed about implementation activities. Describe key stakeholders and methods for communication where known.

Migration or cutover strategy

Describe how the product or service will be migrated into the business environment. This section will include any conversion details, sequencing, establishment of production environment, installation of equipment, and the like.

Documentation

Describe product or system documentation and how information is stored and accessed. Include descriptions of material that will be produced during implementation and transition activities. Include details on where documentation is stored and how it is accessed.

Turnover

Describe product/service turnover activities and any assumptions related to turnover. Describe or reference the state or status of the product/service at the time of turnover. Identify any turnover activities that must be performed by a vendor in transitioning product/service to state staff.

Acceptance

Define the point at which business and project staff agree that implementation will be complete and transition to maintenance can occur.

Implementation and Transition Acceptance

Insert signature block indicating acceptance of new system.